

NTO CASE MANAGEMENT CHECKLIST*

A WOMAN'S PATH TO A NONTRADITIONAL CAREER...

- ☐ Has she received information on the range of nontraditional (skilled trade, technical, & apprenticeable) occupations, and the programs that are available to prepare and assist her to obtain these jobs?
 - ☐ Marketing materials?
 - ☐ Video?
 - ☐ Resource Guide?
 - ☐ Orientation workshop?

- ☐ Has she been assisted by a Job Center staff person who explained nontraditional occupations?
 - ☐ The benefits?
 - ☐ The barriers?
 - ☐ The myths?
 - ☐ The realities?
 - ☐ The demands and requirements?
 - ☐ The career path method of reaching a skilled occupation?
 - ☐ The path to apprenticeship?

- ☐ Has she undertaken an in-depth exploration of NTO?
 - ☐ Skilled occupations career research?
 - ☐ Work site tours?
 - ☐ Discussions with role models?
 - ☐ Labor market outlook information?

- ☐ Is she eligible for JTPA, FSET, W-2, or other funded services?

- ☐ Does she possess the attributes required to sustain successful training and employment within these industries?
 - ☐ Work ethic?
 - ☐ Confidence?
 - ☐ Physical strength?
 - ☐ Academic attainment?
 - ☐ High school diploma or GED?
 - ☐ Transferable skills?

- ☐ Has she reduced her environmental barriers so she can start her career path?
 - ☐ Affordable, reliable child care?
 - ☐ Driver's License and/or CDL?
 - ☐ A reliable vehicle?
 - ☐ An appropriate resume?
 - ☐ Personal support system?
 - ☐ Mentor or peer support?
 - ☐ Training in diversity issues?

- ___ Is she prepared for the job search in NTO?
 - ___ Resume geared to NTO?
 - ___ Interviewing skills for NTO?
 - ___ List of targeted employers, unions, and Apprenticeship Committees?
- ___ Can she continue on her path to skilled trade, technical, service or professional occupations?

Workplace

Apprenticeship

- | | |
|---|---|
| <ul style="list-style-type: none"> ___ Eligible for technical training at the technical college? ___ Student financial aid secured? | <ul style="list-style-type: none"> ___ Meet apprenticeship qualifications? ___ Application accepted? ___ Prepared for aptitude exam? ___ Passed aptitude exam? ___ Ranked on List? -or- ___ Given Letter of Introduction? |
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- ___ Is she using Job Net and Job Center marketing services to find the career path employment she is seeking?
 - ___ Has an Employment Rep been made aware of her desire to enter a trade, technical or other occupation at an entry level, for targeted marketing to employers?

* From the NTO Tool Kit, (document #213 on "Materials" computer resource disk)